

ADMINISTRATIVE ASSISTANT

VACANCY ANNOUNCEMENT – #09-026

OPEN TO: All Eligible Family Members (EFM), who are:

- 1) Listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to or stationed at a U. S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- 2) Is resident at the sponsoring employee's or Uniform Service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
- 3) Do not receive USG annuity or pension based on a career in the US Civil, Foreign, or Uniform Services.

POSITION:	Administrative Assistant/FP-07
OPENING DATE:	04/29/09
CLOSING DATE:	Until Filled
OFFICE:	Force Protection Detachment
WORK HOURS:	Full-Time (80 hours per P/P), with occasional overtime
CLEARANCES:	Top Secret

MAJOR DUTIES AND RESPONSIBILITIES:

Provides administrative support to the Force Protection Detachment. The FPD Administrative Assistant reports directly to the Force Protection Officer/Resident Agent in Charge of the Force Protection Detachment Israel. As the initial point of contact in the office, the FPD Administrative Assistant screens and logs incoming telephone calls, visitors, incident reports, and responds to requests of a routine nature or directs to responsible party for action. Serves as custodian of office files and classified materials. Daily handling of classified materials and reports. Prepares recurring weekly, monthly and quarterly reports. Establishes and maintains office filing system in accordance with agency standards. Enters pertinent data into case control system. Receives and reviews investigative reports for distribution, grammar and format. Creates initial working case files for open investigations and assigns official control numbers. Maintains office schedule, and appointment calendar. Coordinates office logistical requirements and maintains accounting ledger for operational and housing budgets. Coordinates administrative arrangements for VIP visits, TDY visitors and special functions. Assist officers and TDY personnel with routine administrative matters. Maintains daily contact with counterparts in other U.S. embassy offices to ensure visibility of scheduled DoD visits. Maintains frequent contact with visiting delegations and Host Nation counterparts for coordination of scheduled DoD visits. Operates and maintains office equipment, e.g., telephones, cellular phones, personal computers, photocopiers, fax machines, scanner, scheduling maintenance requests, repairs or replacement. Maintains reference publications. Maintains other field equipment inventories.

Minimum Qualifications:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Must be a U. S. citizen, eligible family member on orders
- Must possess or be eligible to obtain a Top Secret security clearance
- Completion of Secondary School
- Level IV, fluency in both written and spoken English required.
- Minimum of 2 years of general office work
- Basic knowledge of general office work and practices. Standard knowledge (following training) of agency specific correspondence requirements and maintaining data bases unique to the office.
- Standard level keyboard and data entry.
- Good working knowledge of MS Office applications.

HOW TO APPLY:

- Submit Curriculum Vitae via e-mail to Lyndall Leitman at leitmanll@state.gov or fax: 972-3-519-7605 to the Human Resources Office.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- U.S. citizens must be 18 years of age or hold a high school diploma to be eligible for consideration.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will not be considered.
- If college education is a requirement for the position, a transcript is required.
- Candidates are subject to testing for language, computer or other position related skills.

OTHER INFORMATION:

- Former U.S. military members (up to rank of Major) who claim Veteran preference and are spouses of U.S. Diplomats posted in the U.S. Embassy in Tel Aviv, only may receive preference if found qualified for the position. Copy of DD-214 must be provided.

SELECTION CRITERIA:

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- (As required): The candidate must be able to obtain and hold a security clearance.

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive \ USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Israel provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

POINT OF CONTACT:

Lyndall Leitman

U.S. Embassy, Tel Aviv, Israel

Human Resources Assistant

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